



Department of Employee Relations

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COVID-19 VACCINATION POLICY FREQUENTLY ASKED QUESTIONS Revised May 4, 2022

1. Who is covered under this policy?

General city employees, including temporary employees and interns that are employed by the City are subject to this policy. This does not include employees under the age of 18 years old, contractors, elected officials, members of boards and commissions, vendors, and employees of the Fire and Police departments.

Section 6 of this policy, Booster Incentive, applies to sworn and general city employees.

Section 7 of this policy applies to candidates for employment (i.e. candidates who have received an employment offer), including candidates for temporary appointments or regular internships.

2. Is the City of Milwaukee requiring booster shots?

No, however, benefit eligible general city and sworn employees will receive an incentive of paid time off for receiving a COVID-19 vaccination booster and submitting proof into employee self-service by June 30, 2022.

3. I'm currently on a leave of absence (FMLA, military leave, etc.), when do I need to submit my proof of vaccination by?

Employees who return to work before October 29, 2021 should comply with the October 29, 2021 deadline. Employees who return after October 29, 2021 will have 10 business days from the date of their return to upload their proof of vaccination.

4. How do I submit my proof of vaccination?

Employees must submit their proof of vaccination via PeopleSoft Self-Service. Please follow the instructions posted on the DER website.

5. What if I cannot access PeopleSoft or need technical assistance with uploading my proof of vaccination?

Employees who need assistance accessing PeopleSoft should work with their departmental personnel officers or can visit the Department of Employee Relations during normal business hours. Employees can also contact the Information Technology Management Department (ITMD) for technical support if experiencing issues when uploading proof of vaccination by completing a

work order request at www.milwaukee.gov/rits or by calling the IMTD HelpDesk at 414-286-2777 during normal business.

6. I am not covered under the policy but would like to get vaccinated. Can I utilize the employee vaccination clinic?

Yes, vaccinations are encouraged for all employees of the City of Milwaukee. Members of the public are also able to utilize the vaccination clinic.

7. Can I receive time off to receive the COVID-19 vaccination?

General City employees have up to 2 hours of miscellaneous 069 time to receive the vaccination during work time. Employees can utilize sick leave for all other COVID-19 related absences. Employees are encouraged to work with their supervisors to schedule their COVID-19 vaccination if it's being scheduled during normal work hours.

8. I want to submit a religious or medical accommodation/exemption request. Who do I submit the request to and what should I include in my request?

Accommodation requests should be submitted to departmental personnel officers. Requests will be reviewed and decided upon on a case-by-case basis in consultation with DER and the City Attorney's office. Please complete the form and provide supporting documentation when making an accommodation/exemption request.

9. When do I need to submit my accommodation request?

Employees should submit accommodation requests by October 15, 2021 so their request may be reviewed and decided on by October 29th 2021.

For employment candidates, the completed form and supporting documentation must be submitted immediately following the employment offer in order to commence the interactive process.

10. If the City of Milwaukee denies an accommodation request, can I grieve the decision?

No. The decision is not disciplinary, therefore, there is no basis for a grievance.

11. What if I have a conscientious or political objection to getting the vaccine, can I be exempt from the COVID-19 policy?

The City of Milwaukee is only accepting religious and medical accommodations requests. Political or conscientious objections will not be considered.

12. Will I be eligible for worker's compensation if I have a reaction to the COVID-19 vaccine?

Per State of Wisconsin Department of Workforce Development (DWD) guidelines, an employee who experiences an extreme reaction to a COVID-19 vaccination may be eligible for worker's compensation benefits if the employer directed the employee to submit to the vaccination.

If you experience a severe reaction that requires medical care and time off work, please call CorVel 24/7 Nurse Triage Line at 844/645-2567 to report the claim. After a discussion about self-care and treatment options an adjuster will be assigned to determine compensability.

Routine adverse non debilitating reactions may not be covered such as:

1. Arm soreness, redness or swelling
2. Headache

3. Muscle pain

4. Nausea

If an employee needs to be off work (beyond routine adverse reactions) a medical certification is required. ?

Please note that employees are not compensated during the vaccination process under worker's compensation. General City employees can apply 069 time when receiving the vaccination.

13. What happens if I get my booster after the June 30, 2022 deadline for the incentive?

Employees who receive a COVID-19 booster vaccination after June 30, 2022 will not be eligible for the booster incentive of paid time off.

14. If I receive a second booster, do I get an additional booster incentive?

No, employees who receive multiple booster shots will not receive extra paid time off. Full time employees who submit proof of a COVID-19 vaccination booster will receive eight hours of paid time off. Part time employees will receive a prorated amount of paid time off based on their standard work hours per week.

15. I already submitted my COVID-19 vaccine records into self-service before receiving the booster. Do I need to submit documentation of my original vaccination and the booster in order to receive the incentive?

Yes, to receive the booster incentive, employees must submit documentation of all COVID-19 vaccinations received into the COVID booster row in self-service in order to determine eligibility.

16. When can I use my paid time off?

Employee paid time off hours will be deposited in an employee's Sick Leave Control Incentive Program (SLCIP) bank of time by August 1, 2022. The hours must be used by Pay Period 26, 2022 (December 24, 2022), or the hours will be lost.